

VMR-VRO GUIDELINE –
WHO COLLECTS
PAPERWORK (W-9s/W-8s)

Checklist Reference: How to Record W9s/W8s on a Vendor's Record Checklist

Since the state and each institution of higher education operate under a separate Federal Identification Numbers, some things will need to change in regards to the following:

- Collection of W9s/W8s from vendors
- Retention of W9s/W8s
- Recording of W9s/W8s

COLLECTION:

Who is responsible for collecting the W-9/W-8?

The Vendor Registry Office (VRO) and the state agencies will collect the W9s/W8s for all vendors paid by the state. Each institution in higher education will be responsible for collecting W9s/W8s from the vendors paid strictly by the institutions of higher education.

Why is VRO no longer making an attempt to collect W9s/W8s from existing vendors being paid by the institutions of higher education ?

There are a number of issues that prevents VRO from collecting W9s/W8s from vendor paid only by the institutions of higher education:

1. Account codes differ between the state agencies and institutions of higher education.
2. Tracking payments for each institution would also cause additional workload.
3. The Vendor Registry Office is a staff of four.

Who should be collecting W9s/W8s from the new vendors being added daily? The institutions of higher education, state agencies and VRO should be collecting W9s/W8s prior to setting vendors up in the database.

What about vendors that are not reportable -- is paperwork required of these vendors?
See Guideline 'Why Paperwork is Needed on All Vendors.

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Why are W9s/W8s necessary?

1. See Guideline 'Why Paperwork is Needed on All Vendors'.

How often do W9s need to be updated?

1. All W-9 information needs to be updated every five (5) years.
2. All W-8 information needs to be updated every three (3) years.

RECORDING AND RETENTION

See Guideline – Who Retains and Records Vendor Paperwork (W-9/W-8).

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.